STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov (2) AGENCY BILLING CODE (1) DEPARTMENT, BOARD OR COMMISSION Motor Vehicles 51805 PAGE 1 OF **PAGES** (4) DIVISION/ BRANCH/ SECTION (5) ADDRESS Administrative Services Division / Financial Services Branch/ Special Funds Unit 2415 First Avenue, Sacramento, CA 95818 CHECK THE APPROPRIATE BOX New schedule of records that have never been scheduled. [Complete boxes (9) – (12)] Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.) Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.) **NEW SCHEDULE** (9) SCHEDULE NUMBER (10) SCHEDULE DATE (11) NUMBER OF PAGES (12) CUBIC FEET (Total Schedule) INFORMATION (If applicable) 020-DMV-ASB-B DMV-ASD-020 November 26, 2007 PREVIOUS SCHEDULE (13) SCHEDULE NUMBER (14) APPROVAL NUMBER (15) APPROVAL DATE (S) (16) PAGE NUMBER(S) REVISED - 1 INFORMATION (If applicable) (17) MISSION/FUNCTIONAL STATEMENT: ASD is committed to providing innovative and proactive services to our customers in order to support Departmental objectives. PART I - AGENCY STATEMENTS As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. (18) SIGNATURE, MANAGER RESPONSIBLE FOR THE RECORDS (21) DATE SIGNED (20) PHONE NUMBER Accounting Administirator II 657-8030 12/4/07 In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual. (22) SIGNATURE- RECORDS MGME ANALYST (25) PHONE NUMBER (23) CLASSIFICATION (24) NAME (Printed or Typed) 657-5623 SSMI PART II - DÉPARTMENT OF GENÉRAL SERVICES APPROVAL (Per Government Code Section 14755) (27) SIGNATURE -CalRIM CONSULTANT (28) APPROVAL NUMBER FOR ARCHIVES STAME PART III - ARCHIVAL SELECTION (Per Government Code Section 14755) THE ATTACHED RECORDS RETENTION SCHEDULE: Contains no material subject to further review by the California State Archives Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

DEPARTMENT		BILLING CODE (1)	SCHEDULE NUMBER (2)	DATE (3)		
Motor Vehicles	•	51805	DMV-ASD-022	11/26/2007		
ORGANIZATIONAL UNIT			PAGE	OF	PAGES (4)	.5
Administrative Service	es Division - Spe	cial Funds	1		10	.,
ADDRESS (Number	Street	City)	DEPARTMENT OF GENERAL :	SERVICES APPROVAL NUM	BER (5)	
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RECORDS RETENTION SCHEDULE				Motor Vehicles ORGANIZATIONAL UNIT						DMV-ASD-022 11/26/2007 PAGE OF PAGES (4)		
		LIVITOR	JOHEDULL									
STD, 73 (REV	•			Administrative Services I	Divisi Street		Special	Funds		0" \		1 10 10 DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
Se		ns on reverse AM 1600	•						_	City)		1
	T	,	·	2415 First Avenue. Sacr				ornia 95818				08-04/
ITEM NUMBER (Triple space b	•	CALIFORNIA STATE ARCHIVES	TITLE AND DE	SCRIPTION OF RECORDS	MEDIA	VITAL		RETE	Τ	T	PRA (Exempt)	REMARKS
(Triple apace o	1	USE ONLY	(Tilpie S	•			OFFICE	DEPT.	SRC	TOTAL	IPA	,
(6)	(7)	(8)		(9)	(9) (10) (11) (12)		(12)	(13)	(14)	(15)	(16)	(17)
MISSION STATEMENT Special Funds Unit is respon remits collections through SC Maintain Postage Meter bala				to the participating countries	minu	is the	Adminis	trative Se	rvice Fe	e (ASF).	lity, Fing The un	erprint ID, FTA/FTP, Parking, Toll, etc) and it also does Fund 942, 877 Reconciliation's.
1	13		Suspense Receipts	S	P		Active + 1	3 Yrs	1100	4	Xi	Retain for 4 years from the end of the fiscal year, then destroy. Xi = means records belongs only to the unit. Other people (ie. auditors) can not access it. Exempt from public preview.
2	7		Stop Payment Che	eck Requests	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
3	1	·	Used twice - Suspe	ense Receipts & Warrants	Р		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
4	1		Voided Suspense F	Receipts	P·		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
5	1		Consience Paymer		Р		Active + 1	3 Yrs	.3	4		Retain for 4 years from the end of the fiscal year, then destroy.
6	2		Smog Claim Sched	lule	Р		Active + 1	3 Yrs	·	4		Retain for 4 years from the end of the fiscal year, then destroy.
7	1		Escheat		Р		Active + 1	3 Yrs		4	-	Retain for 4 years from the end of the fiscal year, then destroy.
*Provide to	otal of office	and departme	ent storage only.									

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STATE OF CA	ALIFORNIA			DEPARTMENT				BILL	ING CODE (1)		SCHEDULE NUMBER (2)	DATE (3)	
				Motor Vehicles					51	1805		DMV-ASD-022	11/26/2007	
RECO	RDS RE	IENTION	SCHEDULE	ORGANIZATIONAL UNIT								PAGE	OF	PAGES (4)
STD. 73 (REV	. 6-98)			Administrative Services I		on -	Special	Funds				2		10
Se	e instructio and in S.	ons on reverse AM 1600	•	ADDRESS (Number Street City) 2415 First Avenue, Sacramento, California 95818								DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)		
ITEM	CUBIC	CALIFORNIA		JZ-TO THOU WORLD. COOL	~~~						PRA		<u> </u>	
NUMBER		STATE		SCRIPTION OF RECORDS	MEDIA	VITAL		RETE	ETENTION		(Exempt)		THE A DICO	
(Triple space b	etween items)	ARCHIVES	(Triple	space between items)	Į≅	>	OFFICE	DEPT.	SRC	TOTAL	lPA	K	EMARKS	
(6)	(7)	USE ONLY (8)		(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)		(17)	
MISSION STATEMENT Special Funds Unit is responsible for the collections of the various programs (Abandoned Vehicle Air Quality, Fingerprint ID, FTA/FTP, Parking, Toll, etc) remits collections through SCO to the participating countries minus the Administrative Service Fee (ASF). The unit also does Fund 942, 877 Reconciliation Maintain Postage Meter balances, Smog Refunds, VLF Rebates, Unclaimed Trusts, and Federal Grants.							king, Toll, etc) a 7 Reconciliation's	and s.						
8	2		VLF Refund Rema	il Claim Schedule	Р		Active + 1	3 Yrs		4		Retain for 4 years from then destroy.	the end of the fisc	cal year,
9 .	6		RM 91#10 (Vehi Car tay refu	cle Licensing fees nd balancing and port.	Р		Active + 1	3 Yrs		4		Retain for 4 years from then destroy.	the end of the fisc	cal year,
10	3		International Regis Suspense Receipt	stration Plan (IRP)	P.		Active + 1	3 Yrs	Valetie a	. 4		Retain for 4 years from then destroy.	he end of the fisc	cal year,
11	2		International Regis Adm 344's	stration Plan (IRP)	Р		Active + 1	3 Yrs	- Little Control of the Control of t	4		Retain for 4 years from t then destroy.	he end of the fisc	cal year,
12 .	2		Single State State	Reg (SSRS) Adm 344's	Р		Active + 1	3 Yrs		4		Retain for 4 years from then destroy	he end of the fisc	cal year,
13	11		Revenue Correctio	ns	Р		Active + 1	3 Yrs		4		Retain for 4 years from t then destroy.	he end of the fisc	cal year,

Active 3 Yrs

Parking Violations Payments

*Provide total of office and department storage only.

Retain for 4 years from the end of the fiscal year, then destroy.

RECORDS RETENTION SCHEDULE

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DEPARTMENT	BILLING CODE (1)	SCHEDULE NUMBE	ER (2) DATE (3)	6
Motor Vehicles	51805	DMV-ASD-0)22 11/26/2	2007
ORGANIZATIONAL UNIT		PAGE	OF	PAGES (4)
Administrative Services Division - Special Fund	ds	3		10
ADDRESS (Number Street	City)	DEPARTMENT OF	GENERAL SERVICES APPRO	VAL NUMBER (5)
2415 First Avenue, Sacramento, California 98	5818		- N L L	

Se	ee instructio	ons on reverse	ADDRESS (Number	Street					City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
	and in S	SAM 1600	2415 First Avenue. Sac	crame	nto.	Californ	ia 95818	3			08-044
ITEM NUMBER		CALIFORNIA STATE		MEDIA	VITAL		RETE			PRA (Exempt)	REMARKS
(Triple space	between items)	ARCHIVES USE ONLY	(Triple space between items)	2	_	OFFICE	DEPT.	SRC	TOTAL	IPA	, <u> </u>
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
	SSION EMENT	remits colle	nds Unit is responsible for the collections of the ctions through SCO to the participating countrie ostage Meter balances, Smog Refunds, VLF Re	s minu	is the	Adminis	trative Se	rvice Fe	e (ASF).	lity, Fing The un	erprint ID, FTA/FTP, Parking, Toll, etc) and it also does Fund 942, 877 Reconciliation's.
15	1		Parking Cards Offsets and Memos/ 5R's and SR/Violation Error Cards	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
16	.1		Parking Vilations Master Listing & Collection Summary	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
17	1		Parking FTB Suspense Receipt Requests	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
18	7		Monthly Parking Claim Schedules	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
19	17		Failure to Appear/Failure to pay (FTA/FTP) Monthly and Daily Reconciliations	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
20	5		Toll Monthly and Daily Reconciliations	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
21	4		Actiion Requests for Vehicle License Fee	Р		Active +	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
*Provide to	otal of office	e and departm	ent storage only.								

STATE OF CALIFORNIA			DEPARTMENT				BILL	ING CODE (1)		SCHEDULE NUMBER (2)	DATE (3)	-			
DECO		TENTION	0011501115	Motor Vehicles					5	1805		DMV-ASD-022	11/26/2007			
		IENTION	SCHEDULE	ORGANIZATIONAL UNIT					•			PAGE	OF	PAGES (4)		
STD. 73 (RE	V. 6-98)			Administrative Services			Special	Funds				4		10		
s		ons on reverse		ADDRESS (Number	Stree	-				City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)				
	and in S	AM 1600	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	2415 First Avenue. Sacramento. California 95818								<u> </u>				
ITEM	CUBIC	CALIFORNIA			MEDIA	₽		RETEN	NTION		PRA					
NUMBER	1	STATE ARCHIVES	i	SCRIPTION OF RECORDS	ME	VITAL		<u></u>			(Exempl)	. R	REMARKS			
(тпріе ѕрасе	between items)	USE ONLY	(Triple S	pace between items)	-		OFFICE	DEPT.	SRC	TOTAL	IPA					
(6)	(7)	(8)		(9) (10) (11) (12) (13) (14)				(14)	(15)	(16)		(17)				
MISSION STATEMENT Special Funds Unit is responsible for the collections of the various programs (Abandoned Vehicle Air Quality, Fingerprint ID, FTA/FTP, Parking, Toll, etc) and remits collections through SCO to the participating countries minus the Administrative Service Fee (ASF). The unit also does Fund 942, 877 Reconciliation's. Maintain Postage Meter balances, Smog Refunds, VLF Rebates, Unclaimed Trusts, and Federal Grants.											and 's.					
22	1		Vehicle License Fe	e/VR Rebates	Р	T	Active	3 Yrs		4	<u> </u>	Retain for 4 years from	the end of the fis	scal vear.		
					'		+ 1	0 113		-		then destroy.				
23	2		Vehicle License Fe	e Refunds	Р		Active	3 Yrs		4		Retain for 4 years from	the end of the fis	scal year,		
							+ 1					then destroy.				
24	1			e Redeposit/Cancelled	P		Active	3 Yrs		4		Retain for 4 years from	the end of the fis	scal year,		
		-	Lists				+ 1					then destroy.				
		•														
25	3			its (MCP) Daily and	Р		Active +	3 Yrs		4		Retain for 4 years from	the end of the fis	scal year,		
			Monthly Reconciliat	tions			1					then destroy.				
														•		
26	1		VLF Rebate		P		Active	3 Yrs		4		Retain for 4 years from	the end of the fis	scal year,		
							+ 1					then destroy.				
								:								
						ļ										
27	4		SMOG Impact Refu	ınd	Р		Active	3 Yrs		4		Retain for 4 years from	the end of the fis	scal year,		
							+ 1					then destroy.				
00		-	011001							,						
28	4		SMOG Impact Refu	und - Action Request	P		Active + 1	3 Yrs		4		Retain for 4 years from then destroy.	the end of the fi	scal year,		
						-	f 1					inen desiroy.				
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*Dualific		 														
Provide t	otal of office	and departm	ent storage only.			<u> </u>										

RECORDS RETENTION SCHEDULE

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DEPARTMENT	BILLING CODE (1)	SCHEDULE N	IUMBER (2) DAT	TE (3)
Motor Vehicles	51805	DMV-AS	SD-022 11	/26/2007
ORGANIZATIONAL UNIT		PAGE	OF	PAGES (4)
Administrative Services Division - Special Fund	ds		5	10
ADDRESS (Number Street	City)	DEPARTMEN	IT OF GENERAL SERVICES	APPROVAL NUMBER (5)
2415 First Avenue, Sacramento, California 95	818		8 - U 4 4	

Se		ons on reverse SAM 1600	9	ADDRESS (Number 2415 First Avenue, Saci	Street		Californ	ia 95818	3	City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
ITEM NUMBER	1	CALIFORNIA	TITLE AND DES	SCRIPTION OF RECORDS	MEDIA	VITAL		RETE			PRA (Exempt)	REMARKS
(Triple space b	between items) T	ARCHIVES USE ONLY	(Triple s	space between items)			OFFICE	DEPT.	SRC	TOTAL	IPA	· ·
(6)	(7)	(8)		(9)	(10)		(12)	(13)	(14)	(15)	(16)	(17)
	SSION EMENT	remits colle	ctions through SCO	le for the collections of the v to the participating countries es, Smog Refunds, VLF Reb	: minu	is the	Administ	trative Se	ndoned Vehicle Air Quality, Fingerprint ID, FTA/FTP, Parking, Toll, etc) ar ative Service Fee (ASF). The unit also does Fund 942, 877 Reconciliation's. ts, and Federal Grants.			
29	2		VLF Action Reques	st	Р		Active + 1	3 Yrs	5	4		Retain for 4 years from the end of the fiscal year, then destroy.
30	1		SSRS, 344'S, MCF		Р		Active + 1	3 Yrs		4	-	Retain for 4 years from the end of the fiscal year, then destroy.
31	1		Parking Monthly, D	aily, Suspense Receipt	P		Active + 1	3 Yrs	71	4		Retain for 4 years from the end of the fiscal year, then destroy.
32	1		VLF Claim Schedu	le · ·	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
33	1		Parking Stat Summ	nary	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
34	1		MCP Daily Recon		P		Active + 1	3 Yrs		4	·	Retain for 4 years from the end of the fiscal year, then destroy.
35	1	SMOG Batch Control		rol	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
*Provide to	otal of office	e and departm	ent storage only.							-		

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STATE OF CA	ALIFORNIA			DEPARTMENT				BILL	ING CODE	1)		SCHEDULE NUMBER (2)	DATE (3)	
DECO		TENTION		Motor Vehicles					518	05		DMV-ASD-022	11/26/2007	
		IENTION	SCHEDULE	ORGANIZATIONAL UNIT								PAGE	OF	PAGES (4)
STD. 73 (REV	•			Administrative Services			Special	Funds_		City)		6		10
Se		ons on reverse SAM 1600	9	ADDRESS (Number 2415 First Avenue, Saci	Street ame		Californ		DEPARTMENT OF GENERAL S U 8 - 0 4		MBER (5)			
ITEM NUMBER	CUBIC FEET*	CALIFORNIA STATE		ESCRIPTION OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt)			
	petween items)	ARCHIVES	j	e space between items)	Æ	=	055105	DEDT	T 686	TOTAL	IPA		REMARKS	
(6)	(7)	USE ONLY		(9)	(10)	(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	(16)		(17)	
(6)	1 (//					1	1	1	1.		<u> </u>	' LID ETA/ETD D	***************************************	
	SION EMENT	remits colle	ections through SCC	ble for the collections of the volume to the participating countries ces, Smog Refunds, VLF Reb	: minu	is the	Adminis	trative Se	ervice Fe	e (ASF).	The ur	erprint ID, FTA/FTP, Pa it also does Fund 942,	arking, Toll, etc) 877 Reconciliation	and 's.
36	1		AQ Reports for LA	A Dist	Р		Active + 1	3 Yrs		4		Retain for 4 years fror then destroy.	m the end of the fis	scal year,
37	1		Toll Monthly Reco	on	P		Active + 1	3 Yrs		4		Retain for 4 years from then destroy.	m the end of the fis	scal year,
38	. 1		Toll Daily Recon		P		Active + 1	3 Yrs		4		Retain for 4 years fror then destroy.	m the end of the fis	scal year,
39	1		Federal Fund, Mp RA, and Backup	nthly Recon, Schedules,	Р		Active + 1	3 Yrs	3	7		Retain for 7 years fror then destroy.	m the end of the fis	cal year,
40	1		Special Deposit Fi	und	Р	Å	Active + 1	3 Yrs	3	7		Retain for 7 years fror then destroy.	m the end of the fis	cal year,
41	4		Bonds Cash and N	Non Cash Deposits	P		Active					Do Not Destroy. All de Closed Files) are to be Office.		
42	3		Year End Financia	al Reports	Р	-	Active + 1	3 Yrs	3	7		Retain for 7 years from then destroy	m the end of the fis	scal year,

*Provide total of office and department storage only.

STATE OF CALIFORNIA

RECORDS RETENTION SCHEDULE

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DEPARTMENT	BILLING CODE (1)	SCHEDULE NUMBER (2)	DATE (3)	
Motor Vehicles	51805	DMV-ASD-022	11/26/2007	
ORGANIZATIONAL UNIT		PAGE	OF	PAGES (4)
Administrative Services Division - Sp	ecial Funds	7		10
ADDRESS (Number Street	. City)	DEPARTMENT OF GENERAL	SERVICES APPROVAL NUM	BER (5)
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See instructions on reverse and in SAM 1600		•	ADDRESS (Number	DRESS (Number Street City) 115 First Avenue, Sacramento, California 95818							DEPARTMENT OF SENERAL SERVICES APPROVAL NUMBER (5)		
ITEM NUMBER	CUBIC	CALIFORNIA STATE		SCRIPTION OF RECORDS	MEDIA	VITAL OI	Californ	RETE		N (E		REMARKS	
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(6)	(7)	(8)		(9)	(10)			(13)	(14)	(15)	(16)	(17)	
	SION EMENT	remits colle	ctions through SCO	le for the collections of the v to the participating countries es, Smog Refunds, VLF Reb	minu	is the	e Adminis	trative Se	ervice Fe	e (ASF).	lity, Fing The un	erprint ID, FTA/FTP, Parking, Toll, etc) and it also does Fund 942, 877 Reconciliation's.	
43	3		VLF Rebate Stale	Dated Lists	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
44	1		VLF Rebate Re-de	posit	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
45	1		Daily Toll, VLF Wa	rrant, VLF-VR, VLF-PER	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
46	1		SMOG Impact, JE, SCO	A waiting copples from	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
47	1		Parking Listing & C	ollection Report	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
48	. 1		RM 91#10, Parking Reports	Monthly and Payment	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
49	1		VLF Refund CV6 A	ction Request	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
Provide to	otal of office	e and departm	ent storage only.										

STATE	OF	CAL	IEORNIA.

RECORDS RETENTION SCHEDULE

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DEPARTMENT	BILLING CODE (1)	SCHEDULE NUMBER (2)	DATE (3)	
Motor Vehicles	51805	DMV-ASD-022	11/26/2007	
ORGANIZATIONAL UNIT		PAGE	· OF	PAGES (4)
Administrative Services Division - Spe	cial Funds	8		10
ADDRESS (Number Street	City)	DEPARTMENT OF GENERAL S	SERVICES APPROVAL NUM	BER (5)

See instructions on reverse and in SAM 1600			ADDRESS (Number	Administrative Services Division - Special Funds Address (Number Street City) 2415 First Avenue. Sacramento. California 95818							DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	
1	elween ilems) I	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Triple space between items)	MEDIA	VITAL	OFFICE	DEPT.	SRC	TOTAL	PRA (Exempt) & IPA	REMARKS	
	SION EMENT	remits collection	(9) Ids Unit is responsible for the collections of the voctions through SCO to the participating countries stage Meter balances, Smog Refunds, VLF Ref	s minu	s the	Administ	trative Se	rvice Fe	e (ASF).	lity, Fing The un	erprint ID, FTA/FTP, Parking, Toll, etc) and it also does Fund 942, 877 Reconciliation's.	
50	1		VLF Rebate, Car Tax Refund	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
51	1		MCP Daily Recon	P	1111	Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
52	. 1		VLF CV6 Action Requests	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
53	1		Postage by Phone, Meter Reports	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
54	1	<u></u>	SMOG Impact Control	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
55	1		VLF PER CTX, VLF IRP RFD/Remail, VLF CTX CS	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
56	1		VLF CTX Remail, SAFE, FP, MCP Monthly	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.	
rovide to	tal of office	and departme	ent storage only.									

RECORDS RETENTION SCHEDULE

DEPARTMENT	BILLING CODE (1)	SCHEDULE NUMBER	R (2) DATE (3)	•
Motor Vehicles	51805	DMV-ASD-02	22 11/26/20	007
ORGANIZATIONAL UNIT		PAGE	OF	PAGES (4)
Administrative Services Division - Special Fund	ds	9		10
ADDRESS (Number Street	City)	DEPARTMENT OF G	ENERAL SERVICES APPROVA	AL NUMBER (5)
2415 First Avenue. Sacramento. California 95	818	<u>U8</u>	- U 4, 4,	

			OOHLDOLL	OTTO TITLE OTTO								FAGES (4)		
STD. 73 (REV.	6-98)			Administrative Services Division - Special Funds								9 10		
See instructions on reverse and in SAM 1600			ADDRESS (Number Street City)							DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)				
	and in S	AM 1600		2415 First Avenue. Sad	rame	nto.	Californ	08-044						
ITEM NUMBER (Triple space be			TITLE AND DE	SCRIPTION OF RECORDS	MEDIA	VITAL	OFFICE	RETEN	SRC	TOTAL	PRA (Exempt) & IPA	REMARKS		
(6)	(7)	(8)		(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)		
	SION EMENT	remits colle	ctions through SCO	le for the collections of the to the participating countries, Smog Refunds, VLF Re	s minu	is the	Administ	trative Se	rvice Fe	e (ASF).	lity, Fing The un	erprint ID, FTA/FTP, Parking, Toll, etc) and it also does Fund 942, 877 Reconciliation's.		
57	2		Monthly FTA/FTP		Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
58	2		Monthly FTA/FTP	and Daily	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy		
59	1		FTA/FTP DC and [Daily	Р	**************************************	Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
60	1		FTA/FTP Daily, To	I DC, RC, SSRS (344'S)	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
61	1		FTA/FTP Daily		Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
62	1		MSR Void, SMOG	Redeposit, ARDC Toll	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
63	1		Parking SR, Recor	ciliation, 5R/5T	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
*Provide tot	tal of office	and departme	ent storage only.											

RECORDS RETENTION SCHEDULE

					5
DEPARTMENT	BILLING CODE (1)	SCHEDULE NUMBE	R (2)	DATE (3)	
Motor Vehicles	51805	DMV-ASD-0	22	11/26/2007	
ORGANIZATIONAL UNIT		PAGE	C	OF .	PAGES (4)
Administrative Services Division - Special Fun	nds	10			10
ADDRESS (Number Street	City)	DEPARTMENT OF	GENERAL SERVI	ES APPROVAL NUM	BER (5)
241E First Avenue Coromonte Colifornia O	E040	VI Q		4	

STD. 73 (REV.	6-98)		Administrative Services	Divisi	on -	Special	Funds				10 10		
See instructions on reverse			ADDRESS (Number	ADDRESS (Number Street City)							DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)		
	and in S.	AM 1600	2415 First Avenue. Sac	rame	nto.	Californ	ia 95818	3			08-044		
ITEM NUMBER (Triple space be	•	CALIFORNIA STATE ARCHIVES USE ONLY	STATE TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (Triple space between items)		PRA (Exempt) & IPA	REMARKS							
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)		
	SION EMENT	remits colle	ds Unit is responsible for the collections of the victions through SCO to the participating countries stage Meter balances, Smog Refunds, VLF Rel	s minu	is the	Adminis	trative Se	ervice Fe	e (ASF).	lity, Fing The un	erprint ID, FTA/FTP, Parking, Toll, etc) and it also does Fund 942, 877 Reconciliation's.		
64	5	The second secon	Fund 877 Reconciliation	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
65	1		Exess Fees for Vessel Lien Sales Smog Impact (General Information) Smog Impact (Research Folders)	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy		
66	1		Use Fuel Tax Trip Permit Cancel Warrant Transaction Request	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
67	2		PUC - SSRS SSRS Reschedule SSRS Monthly Reconciliations	Р		Active + 1	3 Yrs	-	4	-	Retain for 4 years from the end of the fiscal year, then destroy.		
68	3		IRP Reconciliation IRP ADM344	Р		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.		
69	4		Misc. Special Funds documents, procedures, memos and correspondence.	P		Active +1	6		7		Do Not Destroy. All document are to be retained in the Accounting Office.		
70	1		Misc. Personnel and Management documents.	P		Active + 4			4		Do Not Destroy. All documentare to be retained in the Accounting Office. Except, for employee personnel file which are held for only three years.		
Provide to	tal of office	and departme	ent storage only.										